



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

School of Education

GUIDELINES FOR SCHOOL-BASED PERSONNEL

BACHELOR OF EDUCATION

PRIMARY AND MIDDLE YEARS OF SCHOOLING

Semester 1, 2016 – Professional Experience 5

(EDUC4714 & EDUC4724)

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PREFACE FROM THE COORDINATOR

The University is extremely grateful to the staff members in all of the schools actively involved in mentoring and supporting our pre-service teachers during their periods of in-school professional experience. We appreciate the ways in which experience in a school setting provides our students with the opportunity to expand both breadth and depth of experience.

This professional experience is of particular significance in the history of the School of Education. This supervised practicum and mentored internship is the final professional experience for the first cohort of preservice teacher to complete the four year Bachelor of Education (Primary and Middle Years of Schooling). In this final step before entry into their chosen profession these preservice teachers are taking their final on campus core course – *Teachers as professionals*.

In previous placements these preservice teachers have completed, successfully, 25 single days of in-school experience plus two blocks, one of 10 and one of 20 days, of supervised teaching practice. In their last placement preservice teachers had worked up to 50% of a normal teaching load.

These guidelines present essential information for school-based personnel. The structure of this professional experience, the policies of the School of Education, and the different roles of each of the stakeholders in the Bachelor of Education (Primary and Middle Years of Schooling) have been made available to all parties so that everyone involved is informed of and able to meet the requirements of the host school, the School of Education and the Queensland College of Teachers during this professional experience.

The work undertaken by school-based personnel, and the time and commitment you offer to work with our pre-service teachers, is central to the success of the professional experience.

Thank you for participating in this professional experience placement. I hope that the experience is also of professional value to you.



Ms Katie Cawte

Professional Experience Coordinator

IMPORTANT DATES

Activity	Date/s	Notes
Preparation for Professional Experience	Various	Pre-service teacher makes contact with the school.
Supervised teaching practice	April 18 – 6 May	3 weeks
Send Eligibility for Intern Status form	6 May	The school coordinator of pre-service teachers ascertains from supervising teachers if the pre-service teacher has been assessed as eligible to proceed onto the internship. The school coordinator of pre-service teachers faxes or emails the Eligibility for Intern Status form to UQ.
Preparation of Final professional experience recommendations report	6 May	The supervising teacher discusses the completed report with the pre-service teacher and the report is signed by all parties.
Final professional experience recommendations report given to pre-service teacher. Copy emailed to UQ.	6 May	<ol style="list-style-type: none"> 1. Give the signed report to the pre-service teacher. 2. The school coordinator of pre-service teachers emails a copy of the signed report to UQ. 3. The school coordinator of pre-service teachers retains a copy of the report for school records. <p>See page 5 for more information.</p>
Preparation of Completion of Internship Report	17 June	Report completed by supervising teachers. The report is discussed with pre-service teacher and signed by all parties. The school coordinator of pre-service teachers mails, faxes or emails a copy of the signed Report to UQ School of Education. The original is retained by pre-service teacher; a copy is retained by school.
Pay claim forms	17 June	Supervising teacher and school coordinator complete pay claim forms. The Coordinator signs and sends pay claims to UQ. See section – Forms for Professional Experience for details/process.

Important: All of The University of Queensland forms relating to the professional experience are located on the School of Education website at <https://education.uq.edu.au/node/320> (Primary) and <https://education.uq.edu.au/node/317> (Middle Years of Schooling). See Page 15 for further information on accessing UQ forms.

FOCUS

The focus of this section of the placement is on the students' demonstration of competence in meeting the professional standards as set out in the Queensland College of Teachers Professional Standards for Teachers (Graduate Level).

That is, the preservice teacher must:

- demonstrate the skills needed to design and implement sequences of lessons across the full range of learning activities that incorporate teaching strategies, learning experiences and resources appropriate for the learning needs and styles of the students in the class
- demonstrate management skills appropriate to their stage of professional experience in maintaining a safe and supportive learning environment
- provide evidence of attainment of the level of language, literacy and numeracy skills needed for effective communication in a school context
- provide evidence of reflective practice and ongoing professional development

STRUCTURE

- It is expected that preservice teachers make contact with the school prior to the start of the practicum.
- In the first week preservice teachers are introduced to the class or classes they will be taking and briefed on the material to be covered in the various learning areas.
- They will be expected to prepare lessons and begin teaching later in this week. Preservice teachers are expected to be planning for and teaching about 50% of a normal teaching load by the end of week 2.
- The distribution of this load across the learning areas is a matter for the supervising teacher but it is important that in this final practicum experience is gained across all learning areas.
- Preservice teachers are expected to continue shadowing their supervising teacher and **making in-class and across-school observations** for the period of the supervised practicum.

PROVIDING ONGOING FEEDBACK ON PERFORMANCE

A critical feature of any placement is the provision of feedback by the supervising teacher. This can be oral, in which case the preservice teacher should take adequate notes of the advice, written on the copy of the plan submitted for the lesson or on the feedback forms provided. The acceptance of constructive criticism and the incorporation of advice into subsequent planning is one mark of a reflective beginner

ASSESSMENT

In the last week of the supervised practicum:

- an assessment of performance is made
- an eligibility for internship form is prepared and sent to the School of Education
- Final Professional Experience Recommendations report (to be completed and given to pre-service teacher prior to the commencement of the internship)

The **Final Professional Experience Recommendations** report will be completed and given to the pre-service teacher at the end of the supervised practicum and before they start their internship. This document must be completed electronically and requires the use of digital signatures by all parties involved in completing the report. The following process should be followed:

- The pre-service teacher must fill out page 4 prior to the report being completed by the supervisor. The report must also be completed in collaboration with UQ, for example, any concerns or queries should have been identified by the school at the interim period. There will be further opportunity for the school to discuss/moderate a pre-service teacher's progress when the UQ facilitator attends the school to observe a lesson.
- Once the report has been completed by the supervising teacher, the pre-service teacher signs the report to indicate that he/she has read it.
- The report is then signed by the supervising teacher and the school coordinator of pre-service teachers. The pre-service teacher retains an electronic copy.
- The school coordinator of pre-service teachers arranges for an electronic copy to be sent to UQ via email and retains an electronic copy for the school records.
- It is the pre-service teacher's responsibility to also upload the report to Blackboard in order for the UQ facilitator to sign the report. The university will not consider the report finalised under it contains the following signatures: pre-service teacher, supervising teacher, school coordinator and UQ facilitator.

CONCERNS REGARDING PROFESSIONALISM

The School of Education must be notified immediately in any case where the pre-service teacher has failed to:

- Comply with the school's policy for the protection of young people.
- Comply with the school's policy on occupational health and safety.
- Comply with any lawful direction given by school supervising staff.
- Act in a professional manner.
- Meet attendance requirements.

CONCERNS REGARDING PRESERVICE TEACHER PERFORMANCE

Note:

Entry to an internship in any teacher preparation program of the School of Education is on an individual basis. The preservice teacher must demonstrate a satisfactory level of competence in the preceding supervised practicum before progressing to the internship. If at any time during the period of supervised teaching practice there is any concern that the preservice teacher may not be successful and able to enter the period of greater autonomous practice in the internship the School of Education MUST be contacted immediately. In these few cases it is critical that the process required under the University of Queensland Policies and Procedures for Placements is followed.

DEALING WITH CONCERNS REGARDING PRESERVICE TEACHER PERFORMANCE

This involves open discussion with, and close cooperation between, all parties involved in the placement to ensure the best outcome. In most of these cases structured analysis of the problem, quick intervention and timely direction will lead to success.

TIME IS OF THE ESSENCE

At any stage of the supervised practicum if there are any concerns that the demonstrated performance of a pre-service teacher **has not reached** the required level of performance to qualify for entry into the mentored internship;

- The University should be contacted immediately. In the first instance, contact the School of Education practicum placements coordinator (3365 6862).
- The “At Risk of Failure” procedure should be followed.
- An “At Risk” interview must be arranged with the pre-service teacher, school professional experience coordinator and the supervising teacher/s. At this interview the pre-service teacher must be notified that he/she is considered at risk of failure. The school professional experience coordinator outlines the concerns and provides guidelines for addressing the concerns.
- Where possible the UQ Facilitator or a representative from the School of Education will be present during the school’s ‘At Risk’ interview with the pre-service teacher
- An “At Risk” form must be obtained from the School of Education’s website, completed and signed by all parties. The original should be given to the pre-service teacher, one copy faxed to the School of Education and copies retained by the school.
- A date for a review of performance should be set at **one week** from when the “At Risk” form is signed by the pre-service teacher.

If acceptable progress is not made, the UQ Facilitator or School of Education Professional Experience Coordinator must be informed. The Coordinator will then consult with the school and UQ visiting staff and make a decision on the future of the pre-service teacher’s professional experience placement.

GUIDELINES FOR INTERNSHIP

Entry to an internship in any teacher preparation program of the School of Education is on an individual basis. After successful completion of the supervised teaching practicum preservice teachers enter a 30 day block of mentored internship

- For the period of internships the supervising teacher will delegate an appropriate period of face to face teaching to the supervising teacher, the intern, and is thus relieved of the obligation to attend while the intern is teaching. This time is then available for mentoring, induction, personal professional development or in other areas.
- At this point the preservice teacher assumes the more autonomous role of intern and the supervising teacher becomes the mentor with an appropriate shift in the working professional relationship between the two.
- The internship is a time of transition into full time teaching. The intern assumes increased responsibilities for the tasks and duties performed by the teacher in the classroom (without direct supervision) and in the wider school (with appropriate oversight).
- The intern has an opportunity to experience all facets of teachers' work and participate in all aspects of a teacher's role.
- The mentor is still accountable for overseeing and managing the curriculum and assessment program.
- The mentor continues to guide and support the intern through regular collaborative planning and review sessions.
- A University of Queensland facilitator has been assigned to the school for consultation at any time during the Internship. Wherever possible the facilitator will visit the school and observe practice.

AIMS FOR INTERNSHIPS

The internship provides an opportunity for increasingly autonomous practice thus providing a bridge between supervised teaching practice and beginning professional practice

In addition to the areas of professional competence assessed in the supervised practicum, the internship gives the preservice teacher an opportunity to demonstrate:

- competence to perform the tasks and duties of a beginning teacher in the classroom
- competence to be an effective member of a professional team responsible for students' education
- ability to operate within the framework of law and regulation affecting teachers' work
- ability to evaluate teaching and learning programs
- ability to meet personal and school goals
- ability to reflect on own practice and to demonstrate the use of reflection to improve the quality of teaching and learning

REPORTING

A **Completion of Internship Report** form should be completed by the supervising teacher and given to the pre-service teacher on the last day of their internship.

ROLES AND RESPONSIBILITIES OF STAKEHOLDERS

PRESERVICE TEACHERS' ROLES AND RESPONSIBILITIES

The following notes are taken from the material given to preservice teachers prior to commencement of in-school professional experience:

For the period of any supervised teaching practice, pre-service teachers cannot take sole responsibility for the oversight of students and must ensure that they are in the company of a registered teacher in any situation where students are in their care.

For the period of internships the supervising teacher will delegate an appropriate period of face to face teaching to the supervising teacher, the intern, and is thus relieved of the obligation to attend while the intern is teaching.

RELATIONSHIPS WITH SCHOOL-BASED SUPERVISORS

As a pre-service teacher you are a guest in the school and, although you cannot legally assume the full responsibilities of a qualified teacher, you are regarded as a temporary staff member, responsible to the principal. You are required to consult with your school-based personnel, and particularly your supervising teacher, as frequently as possible. The supervising teachers are ready to help, but their time is limited and it is your responsibility to find a time to meet within their other commitments.

While in the school you must work in partnership with other teachers, professionals, teacher aides and other relevant adults and perform any duties or tasks in a manner that is consistent with the employing authority and school policies and procedures as well as the legal and ethical obligations of teachers. Experimentation with a variety of teaching methods is encouraged, but the class remains the supervising teacher's responsibility throughout the professional experience, and their advice on what is suitable or practical should be sought and followed.

RELATIONSHIP WITH SCHOOL STUDENTS

The kind of relationship with students to strive for is one based on mutual respect. This can be fostered by quickly learning the names of the students you teach, treating them with courtesy, and maintaining a high level of interest in their progress and in your teaching. You should quickly discover the interests and academic strengths and weaknesses of your students. You should require courtesy and firmly insist on considerate behaviour from them towards you and all others. You should identify and know how to apply school procedures with regard to behaviour management and student safety.

PARTICIPATION IN GENERAL SCHOOL ACTIVITIES

You are expected to assist with playground supervision, sports supervision, and other work as requested by school-based personnel during both the supervised teaching practicum and the internship. However, while your involvement in a wide range of teaching situations is a valuable part of your school experience, you cannot legally take sole charge of school students.

Opportunities for observation and/or participation could be:

- Attendance at staff or faculty meetings
- Involvement in co-curricular activities
- Attendance at school excursions or formal school occasions
- Attendance at professional development activities

PROFESSIONALISM

The School of Education expects you to demonstrate a professional manner by:

- Complying with statutory requirements, in particular with those involving workplace, health and safety and child protection.
- Discussing the school's occupational health and safety policy and the ways in which it affects your professional experience with the school coordinator of pre-service teachers (or their delegate). Where possible you should obtain and review a copy of this policy.
- Respecting the requirement for confidentiality. Discussion of any personal or academic information involving students should be restricted to appropriate staff at the school. This information should not extend to discussions with *anyone* outside of that school or be posted on social networking sites.
- Respecting the ethos of the school.
- Understanding that you are guests of the school and under the direction of the principal.
- Understanding the role of the supervising teacher as a supervisor and mentor.
- Managing your classes in accordance with school policy.
- Adhering to any dress or conduct codes.
- Using appropriate language at all times.
- Complying with instructions from school and UQ staff.
- Completing all designated tasks as required and according to deadlines and requirements.

ATTENDANCE

As a pre-service teacher, you are expected to:

- Be punctual on all days and for all lessons.
- Arrive and leave the school at times in accordance with UQ School of Education policy, the school's policy and with the requirements of tasks on the particular day.
- Contact the placement school in accordance with their policy in the event of not being able to attend.
- Contact the UQ Placements Officers and Professional Experience Coordinator on the day of any absence via email (education@uq.edu.au).
- Provide a medical certificate to UQ for days missed through illness.
- Make up any day/s missed by arranging a mutually agreeable time with the school coordinator of pre-service teachers and the supervising teacher/s. Make-up time must not conflict with on-campus commitments.
- Inform the UQ Placements Officers, by email (education@uq.edu.au), about the arrangements for make-up days.
- Make immediate contact with the school and UQ in the case of any serious problems arising that prevent you from continuing the professional experience. This should be supported by detailed explanation and the case will then be considered on its merits.

LESSON PLANS

You are required to:

- Develop written plans for each lesson or activity taught. This applies for both supervised teaching practicum and internship.
- Discuss the lesson/activity plans with the supervising teacher prior to the lesson/activity. The timing of the initial presentation of the plan to the supervising teacher is a matter for the supervising teacher but it is expected that the plan is presented, discussed and approved no later than the day prior to the lesson/activity. You must not teach any lesson/activity unless the written plan has been presented to, and approved by, the supervising teacher. This applies for both supervised teaching practicum and internship.

OBSERVATION OF LESSONS

Pre-service teachers are expected to observe lessons and to make notes on these observations.

The observation periods are as important as the teaching periods; they will ensure that you experience a wide range of learning situations and interactions with varying age groups. You should discuss salient aspects of the lesson observed with your teacher.

Apart from observations of lessons given by school staff, pre-service teachers should make general observations of many aspects of the school.

Observations of lessons will continue through the periods of supervised teaching practice but not through the period of internship.

Observation of and participation (if applicable) in aspects of general school life will continue through the period of internship.

Classroom observations are intended to develop understanding of:

- Student learning
- A range of teaching strategies and the way in which these are varied to suit the context and the student group
- The skills and techniques required for effective communication
- The relationship between long and short term planning and successful practice
- The roles monitoring and assessment play in teaching and learning.

ROLES AND RESPONSIBILITIES OF SCHOOL BASED PERSONNEL

Note:

School-based personnel include the school coordinator of pre-service teachers, the supervising teacher and other school personnel who take a role in professional experience supervision of our pre-service teachers. The roles and responsibilities outlined below are generic and may be undertaken by other school-based personnel as appropriate.

THE SCHOOL COORDINATOR OF PRE-SERVICE TEACHERS

The school coordinators of pre-service teachers oversee the professional experience within the school.

The school coordinator (or delegate) must induct (e.g. site induction, emergency procedures, incident hazard reporting mechanisms) the pre-service teacher into the school's **Occupational Health and Safety policy** and discuss the ways in which the various aspects of the policy will affect the pre-service teacher during the professional experience. Where possible the pre-service teacher should be supplied with a copy of the policy

They organise supervision and teaching timetables for pre-service teachers.

They may arrange meetings with the pre-service teachers, at which advice and information may be given on organisational aspects of the school. Some suggested discussion items include: types of student records, assessment procedures, work programs, school report forms, discipline, parent and community relations, finance, teaching aids, library facilities and staff committees.

They may also arrange for the pre-service teachers to confer with key members of the staff such as the teacher librarian or guidance counsellors to provide pre-service teachers with insight into other facets of the school community.

School coordinators of pre-service teachers may make arrangements for pre-service teachers to engage in non-classroom experiences such as assisting teachers with playground supervision and may encourage pre-service teachers to take part in school extra-curricular activities.

THE SUPERVISING TEACHER

The supervising teacher has a key role in the professional preparation of future teaching colleagues by offering close tutorial assistance, support and evaluative advice over the professional experience period.

We request that supervising teachers offer the following guidance to pre-service teachers. This statement is based on the Agreement on Teaching Practice negotiated by the Teachers' Unions and universities.

- During the first day of the placement, discuss an appropriate pattern of observations and teaching with the pre-service teacher.
- Provide induction on school policies and procedures particularly OH&S and Child Protection policies (this may also include providing Safe Operating Procedures for classes in labs).
- Provide the pre-service teacher with copies of, or access to, the relevant portions of the school work program or planning documents, and with details of teaching topics, timetables and resources. This enables preparation in advance of lessons and or units or sequences of lessons.
- Advise the pre-service teacher on planning a sequence of lessons and learning experiences appropriate to the age, ability and motivational levels of the class, and to the stage of development of the pre-service teacher.
- Peruse any pre-service teacher's lesson or unit plans before the lesson or unit, and provide any help that seems appropriate. Pre-service teachers should not teach any lesson unless the written plan has been submitted to the supervising teacher for review prior to the implementation of the lesson.
- Comment on lessons given, verbally and/or by means of written comment at the foot of the lesson plan or on the template provided. The criteria in the professional experience evaluation forms should be used to provide formative evaluation.
- Provide guidance on class management procedures and on the broader school policies and procedures.
- Provide a wide range of observation situations.

- Discuss class evaluation (feedback) and assessment procedures with the pre-service teacher.
- Foster a 'co-teacher' or 'teaching colleague' or 'mentoring' relationship with the pre-service teacher. This is critical during the mentored internship.
- Provide guidance on overall development as a teacher.

ROLES AND RESPONSIBILITIES OF UQ SCHOOL OF EDUCATION STAFF

General

Staff members of the School of Education have certain defined responsibilities during a professional experience. They are required to ensure compliance with all statutory requirements, policies and protocols of the University of Queensland. This includes ensuring that:

- The University of Queensland policies concerning assessment are followed (<http://ppl.app.uq.edu.au/content/2.30.09-work-campus-safety>).
- The pre-service teacher is kept informed throughout the professional experience as to whether progress is satisfactory.
- In all cases of dispute, processes are open and documented and the principles of natural justice are observed at each stage of any process.
- All course requirements are met and assessment follows processes approved by the School of Education.
- All the requirements of the program as accredited by the Queensland College of Teachers as registering body are met.
- Adequate, timely and ongoing support and advice is offered to the pre-service teacher and to school based supervising staff.
- In particular staff members are required to ensure that timely and adequate advice and support is provided in any case when for any reason demonstrated performance of the pre-service teacher is considered to be 'not satisfactory'.

The University of Queensland has facilitators (experienced educators) who provide continuing contact between pre-service teachers, school staff and The University of Queensland during the professional experience when appropriate.

The UQ facilitator:

- Provides support for pre-service teachers, supervising teachers and school coordinator of pre-service teachers.

- Makes contact with the school coordinator of pre-service teachers early in the professional experience.
- Negotiates a pattern of contact and visits. Time constraints may make a visit impractical in some cases involving a country placement. In these cases contact will be by e-mail and phone.
- Follows school policy with regard to contact with the school coordinator of pre-service teachers and supervising teachers.
- Meets with each pre-service teacher on each visit to the school at mutually suitable times.
- Arranges meetings with both supervising teacher and the pre-service teacher together at least once during the professional experience, where possible. This can be brief and informal if all is going well.
- Provides emergency contact details to the school coordinator of pre-service teachers with alternate contact available via the UQ Professional Experience Coordinator. The UQ facilitators may provide phone and e-mail contacts for authorised school staff use only.
- Provides support and advice in any case where there is evidence that a pre-service teacher is not performing at a satisfactory level in any areas of the evaluation, fails to behave in a professional manner or breaches school policies/procedures or statutory requirements.
- Follows-up on remediation programs that may have been put in place for a pre-service teacher.
- Observes practice where this is a requirement of the particular practicum or internship or is requested by the Coordinator.
- May choose to observe practice at any scheduled visit.
- Will, if requested by school personnel, arrange to observe practice.

FORMS FOR PROFESSIONAL EXPERIENCE

All of The University of Queensland forms relating to the professional experience are located on the School of Education website at www.uq.edu.au/education/practicum-forms.

EVALUATION FORMS

A password is needed to view the evaluation forms. This password is supplied in the information emailed to the school coordinator of pre-service teachers and each supervisor prior to commencement of the professional experience. The supervisor/school coordinator should keep this password confidential and not disclose it to anyone, including the pre-service teacher.

COMPLETION OF INTERNSHIP REPORT IS IN WORD FORMAT.

Supervisors' comments can be entered directly onto the form which can then be saved. The school coordinator of pre-service teachers arranges for the original completed form to be given directly to the pre-service teacher. A copy of the completed, signed form is forwarded to the School of Education by email, fax or by mail once all required days are completed.

FINAL PROFESSIONAL EXPERIENCE RECOMMENDATIONS REPORT IS IN PDF FORMAT.

This form must be completed electronically and electronic copies distributed to the pre-service teacher and the School of Education by email, and the school must retain an electronic copy. All parties signing this document will require a digital signature.

FORMS FOR TEACHING PRACTICUM

Eligibility for Internship Status form

Final professional experience recommendations report

Completion of Internship Report

PAY CLAIM PROCESS

There are now separate pay claim forms for supervising teachers and site coordinators. The pay claim forms and tax file number declaration form can be downloaded via the following links –

[Supervising Teacher Pay Claim Form](#)

[Site Coordinator Pay Claim Form](#)

[Tax file number declaration form](#)

Please complete and forward the relevant pay claim form and tax file number declaration form to the School of Education as soon as possible after the completion of the professional experience.

(Please note: the tax file number declaration form is only required if it is your first pay claim for supervising a UQ pre-service teacher or if you have changed your tax details since making your previous claim.)

The number of hours or days to claim will be the maximum for the professional experience, *unless the supervision is shared*. Relevant claim information is included with the pay claim form.

The claimed amount will be processed and paid into your account usually within four weeks of receipt of your pay claim. Please post, email or fax pay claims to:

Administration Officer (Placements)

School of Education

The University of Queensland

St Lucia Qld 4072

Email: pracpayclaims@uq.edu.au

Fax: 3365 7199

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